

S E C R E T

This Notice Expires 1 July 1960

MANAGEMENT
25 June 1959

AUTOMATIC DATA PROCESSING

1. An Automatic Data Processing Committee is established to provide Agencywide guidance and authoritative screening for all aspects of data processing requirements and equipment to serve such requirements. For purposes of this notice, Automatic Data Processing is defined to encompass Electric Accounting Machines (EAM), Electronic Data Processing Machines (EDPM), Photo-Electronic Document Retrieval Machines (P-EDRM) and their related systems.

2. This Committee shall deal with the utilization of existing automatic data processing machines for present and new purposes, compatibility of new and existing machines, value of end-products and assessment of costs against end-product value.

3. The members of this committee are:

[] DD/S, Chairman
Paul E. Borel, DD/I, Member
[] DD/P, Member
[] DD/S, Member

4. This notice is issued pending revision of []

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

S E C R E T

used

The Bureau of the Budget has directed various actions by all units of the Executive Branch of the Government which make use of ADP equipment.

a. BOB Bulletin 60-4, 9 October 1959, required all Executive Branch users of ADP equipment to report on use, costs, and applications of such equipment by 31 December 1959.

b. BOB Bulletin 60-6, 18 March 1960, advised complete systems study before a decision to apply ADP to a problem.

c. BOB Circular A-54, 14 October 1961, set policies on the selection and acquisition of ADP equipment.

d. BOB Circular A-55, 14 March 1962, set forth requirements for complete annual reports on all phases of ADP use and costs.

e. BOB Circular A-61, 3 August 1963, set guidelines for agency management of ADP equipment and recommended establishment of a central authority in the agency, organizationally placed so that it can provide effective direction of the agencywide program.

As a general rule, BOB recommended placement ^{of ADP activities} in a high-level policy, planning or management organization rather than an operating or ADP-user organization.

Interagency Committee on Automatic Data Processing, at its Feb. 1959 meeting, established a task force to determine and review current practices and viewpoints relative to studies made by Govt agencies prior to reaching decisions to acquire and use automatic data processing equipment. Findings submitted to the Committee between May and October 1959, accepted by the Committee as revised, and submitted by the Committee to the BOB in Nov 1959.

The report was published by the BOB on 18 March 1960 as Bulletin No. 60-6, "Guidelines for Studies to Precede the Utilization of Automatic Data Processing Equipment."